

Professional and Managerial Branch
Public Works Group
Solid Waste Management Series

SOLID WASTE MANAGEMENT DIRECTOR

07/02 (REB)

Summary

Under general direction, as a department head, manage City solid waste collection and disposal, landfill operations and recycling functions, as well as allied technical and administrative support activities through subordinate supervisor.

Typical Duties

Plan, develop and organize programs and projects such as solid waste collection and disposal, landfill operation, environmental enforcement, and recycling. Involves: ensuring policies and methods meet statutory requirements; reviewing and interpreting current and proposed legislation and regulations in conjunction with City legal staff; participating in development of public works short and long range plans by determining department objectives, priorities and resources required for collaborative attainment of goals; recommending ordinances, resolutions and major operating adjustments to preserve and enhance efficiency and effectiveness of residential and commercial solid waste collection and the review of staff proposals to solve problems such as integration of processes and services with other City departments, other jurisdictions, and regulatory agencies; overseeing residential, alley, commercial and special collection services; ensuring that solid waste is properly disposed at landfills in accordance with regulatory requirements; maintaining appropriate regulatory certification of transfer station and landfills; evaluating and forecasting future disposal needs; maintaining diversion of solid waste to district recycling collection points; overseeing comprehensive educational campaign focusing on related environmental issues; promoting market development for the sale of collected recyclables.

Implement, coordinate and evaluate timely, reliable and economical solid waste collection, transportation, disposal and recycling operation, maintenance, and repair functions within available resources. Involves: studying and standardizing methods and performance measures to continuously improve operating productivity and quality; acquiring and allocating approved personnel, equipment and supplies, and arranging for maintenance; scheduling multiple projects, and reviewing progress, costs, field investigations and related records and statistics for adherence to efficiency and timeliness objectives, and identifying, diagnosing and solving priority conflicts and organization problems; initiating corrective measures and controls to expedite and optimize interrelated activities and facilitate flow of communications; verifying and issuing directives to rectify complaints; advising other City departments and elected officials; explaining department functions and rules to citizens, civic groups, consultants, contractors, utilities, planning commissions and regulatory agencies to solve operating problems and rectify complaints.

Direct department administration. Involves: conducting cost-benefit, statistical or other analyses such as of project labor requirements and materials specifications, and reviewing funding request, proposed program improvements and suggested staffing to prepare consolidated annual budget, and set department performance measures; controlling receipt, allocation and expenditure of customer and recycling revenues, and budgeted, bond and grant funds as authorized by the Director of Public Works by recording and analyzing personnel, equipment, supplies and maintenance costs, and justifying deviations from forecasts following established City financial policies and procedures; implementing Public Works Administration directives; preparing and presenting technical, statistical and cost estimates and results analyses for City officials and executives, and other jurisdictions and agencies; overseeing operation and updating of required department record keeping such as payroll, employee files, purchase requisitions and other transactions.

Supervise assigned supervisory and nonsupervisory technical, trades, manual labor, administrative and clerical personnel. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee ratings by subordinate supervisors, coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, and employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards; maintaining harmony among employees, and resolving third step grievances; interviewing and hiring applicants; commending, adjusting pay of, transferring, disciplining and terminating employees; changing staffing levels and job designs.

Perform miscellaneous related general managerial and other duties as required. Involves: referring general policy problems to next higher level City executive or official, and as qualified, to other Public Works department heads or own subordinates; participating in conferences to represent the City on solid waste management issues and to maintain awareness of technological advances.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business or Public Administration, or Civil or Environmental Engineering, or a related field, plus six (6) years experience in the management of collection and disposal of solid waste, including three (3) years in an administrative and supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: collection and disposal of solid waste; sampling and testing procedures, and types, uses and capabilities of equipment used in solid waste collection equipment; laws, rules, and regulations governing handling and disposal of solid waste and hazardous materials. Good knowledge of: budget and inventory control practices; supervisory techniques; office and personnel administration.

Ability to: plan, develop, organize, implement, coordinate and control functions of a large trades and labor staff engaged in diverse programs and projects to ensure or improve effectiveness and efficiency of a multi-division department; formulate and establish department policies, budgetary goals and field and shop operations objective; apply administrative and managerial principles and techniques, which includes ensuring maintenance and safety of facilities, equipment and materials, and essential department operations documents and electronic records; read and comprehend common financial and legal documents; apply established mathematical and statistical techniques to analyze data in practical situations; define problems dealing with several abstract and concrete variables; impartially and firmly exercise delegated appointing officer authority through subordinate supervisors to enforce personnel and safety rules and regulations, and provide leadership to motivate productivity and cooperation of individuals or teams of various types to produce quality and timely operating results; establish and maintain effective working relationships with fellow employees, City officials, consultants, contractors, utilities, other agencies, civic organizations and the general public using diplomacy in complicated situations involving common operating and management issues such as when responding to inquiries or complaints, negotiation business deals, or resolving internal conflicts; express oneself clearly and concisely orally and in writing to analyze and persuasively explain complex technical and regulatory standards and practices in reports, correspondence, speeches and discussions.

Skill in safe operation and care of: personal compute including word processing, spreadsheet, and data base; operation of a motor vehicle through city traffic.

Licenses and Certificates: Valid Texas Class "C" Operator's license or equivalent issued by another state.

Human Resources Director

Department Head